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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING

Wednesday, 5 March 1958

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/PD - Voting Member.
C/TSD - Voting Member
Personnel Placement Officer
DC/SD - Guest
Guest
C/SD - Executive Secretary
Secretary to DC/MS - Acting Recording Secretary

25X1A9

1. Minutes of Previous Meetings

The Minutes of the Medical Staff Career Service Board Meetings of 5 February 1958 and 7 February 1958 were approved by the Members without comment.

2. Career Staff Application

The Career Staff Application of [REDACTED] GS-3, Medical Technician, was approved for forwarding to the CIA Selection Board as a "Type A" case. 25X1A9a

3. Promotions

25X1A9a a. [REDACTED], GS-6, Medical Technician. The Executive Secretary announced that the promotion of [REDACTED] to GS-7 has been approved by C/MS. 25X1A9a

25X1A9a b. [REDACTED], GS-6, Medical Technician. The Executive Secretary announced that the promotion of [REDACTED] to GS-7 has been approved by C/MS. 25X1A9a

4. Request for Extension of Overseas Tour

The Executive Secretary announced that a request from [REDACTED], GS-3, Medical Technician, for permission to extend his overseas tour at [REDACTED] until 1 September 1958, has been granted by C/MS. 25X1A9a 25X1A9a

5. Review of Field Reassignment Questionnaire

25X1A9a a. [REDACTED], GS-3, Medical Technician. The Executive Secretary recommended the assignment of [REDACTED] to [REDACTED] as a replacement for Mr. [REDACTED] 25X1A9a 25X1A9a [REDACTED] who will be returning 1 September 1958. The members of the Board concurred in this recommendation.

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25X1A9a b. [REDACTED] GS-11, Medical Technical Assistant. The Executive Secretary informed the Board that [REDACTED] has just undergone a serious operation, and he is scheduled to return to Headquarters around 1 April 1958 for reassignment to the position of Medical Technician at [REDACTED] C/TSD stated that Medical Staff policy holds individuals at Headquarters for at least one year after such an operation. C/MS concurred in this policy, and the Career Service Board Minutes of 7 February 1958 were reviewed for the names of other personnel interested in this position. The Board decided to defer any replacement decisions until its next meeting.

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c. Review of Fitness Reports

25X1A9a a. [REDACTED] GS-14, Psychologist (Clinical). The Executive Secretary stated that [REDACTED] received an outstanding Report.

25X1A9a b. [REDACTED], GS-13, Medical Officer. The Executive Secretary noted the fact that this Report was completed by [REDACTED] in accordance with instructions issued by the Director of Communications. The instructions pertain to the last section of Part II of the Report. The Director believes it has been the tendency to overrate individuals on this item. He thinks most people are average and deserve a three rating out of a field of five.

25X1A9a c. [REDACTED] GS-10, Medical Technical Assistant. [REDACTED] Report was rated according to the Director of Communications' method also. The end result in this new method of rating can be considered unfavorable.

25X1A9a d. [REDACTED] GS-10, Physical Requirements Officer. The Executive Secretary called attention to the fact that this Report was completed by [REDACTED] who has a flare for administrative work and could be given more responsibilities.

25X1A9a e. [REDACTED] GS-10, Administrative Officer. The Executive Secretary called attention to the fact that [REDACTED] does very well in an administrative capacity.

25X1A9a f. [REDACTED] GS-6, Medical Technician. The Executive Secretary pointed out the fact that this Report was rated by [REDACTED] who gave Mr. [REDACTED] a three out of a possible seven on his potential. This was a rating given by a medical man who felt the subject's training was in biology and that he should have been placed in a job where he would utilize his training. [REDACTED] has been given a lateral transfer in the field, and a copy of his Fitness Report will not accompany him to his new assignment. The Board is aware of this training, and the Executive Secretary recommended that Mr. [REDACTED] not be considered for Medical Staff Career Service when he returns from overseas.

g. Receipt of Fitness Reports on the following personnel was noted:

25X1A9a [REDACTED] GS-12, Registrar
[REDACTED] S-11, Administrative Officer
[REDACTED] S-11, Medical Service Officer

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[REDACTED]
GS-10, Administrative Officer
D, Medical Service Officer
-10, Chief Nurse
GS-9, Secretary-Stenographer
9, Medical Technician
Medical Technician
GS-8, Head Nurse
S-7, Staff Nurse
S-6, Medical Technician
5, Secretary-Stenographer
S-5, Clerk-Stenographer
5, Clerk-Typist
S-5, Clerk
4, Clerk

7. Review of Training Evaluation Reports

a. C/OD reviewed briefly the Training Evaluation Reports on the following personnel for the courses noted:

25X1A9a

[REDACTED]
GS-5, Clerk - Shorthand Theory Review
Medical Technician - IOC
Medical Technician - IOC
-9, Medical Technician - IOC and Operations
13, Medical Officer - IOC and Operations
GS-13, Medical Officer - IOC and Operations
S-7, Secretary-Stenographer - Operations

25X1A9a

b. It was noted that [REDACTED] received better grades in both the IOC and Operations Support Course than the two physicians did. Out of approximately fifteen grades received for the Operations Support Course, [REDACTED] and Miss [REDACTED] received four Satisfactories and the rest Excellents. [REDACTED] received half Satisfactories and half Excellents.

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c. C/OD informed the Board that the Training Liaison Officer of OSI has requested the position of the Medical Staff Career Service Board on the prospect of [REDACTED] taking a self-study course in Self-spoken German. All work would be done at home and no time would be lost from work. Since Mr. [REDACTED] has just failed his post-graduate training, the Board Members feel his current capabilities should be applied to his employment. C/OD was requested to express the gratitude of the Medical Staff to OSI for the opportunity to have a say in this regard and inform them that the Medical Staff Career Service Board does not concur in this matter and suggests that the request be resubmitted at a later date.

8. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED] -14, Administrative Officer
GS-12. Administrative Officer (D Ch)
GS-8, Head Nurse

9. Assignment Planning

The Executive Secretary has submitted a revised memorandum to C/MS regarding the recommendations of the Administrative Technicians Advisory Panel on Assignment Planning. It is awaiting his signature.

10. Miscellaneous

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a. The Executive Secretary mentioned that Mr. Dulles sent a letter of appreciation to [REDACTED] for his work at [REDACTED]. This commendation originated with the IG's Office as a result of their inspection of the Far East. C/MS requested that the Executive Secretary be sure [REDACTED] receives the letter. 25X1A6a 25X1A9a

b. The Executive Secretary read a letter from the Director of Personnel regarding DC/MS' service on the Advisory Committee in the case of [REDACTED]. 25X1A9a

c. A letter of commendation from C/MS to [REDACTED] was read by the Executive Secretary. 25X1A9a

25X1A9a d. Mr. [REDACTED] received a certificate from the Director of Logistics for participating as a lecturer in the Logistics Training Program.

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e. DC/MS stated that he met with [REDACTED] yesterday who asked DC/MS what he was supposed to do at [REDACTED]. The Board Members were cautioned about making statements to new doctors that might disagree with previous things they have been told. It is important for these physicians to receive clear instructions. C/MS mentioned the fact the Medical Staff is experiencing a new situation; having doctors for a prolonged period of training, and also dealing with civilian physicians rather than the military. The Operations Division is working on a new training doctrine. [REDACTED] is in charge of it and all suggestions should be submitted to him. 25X1A9a 25X1A9a

11. Career Planning

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The subject of Directed Assignments, which was deferred at a previous meeting since it was agreed that it should not be considered at a particular ad hoc time, was brought up by the Executive Secretary. [REDACTED] defined a Directed Assignment for the Board. It is an assignment whereby the individual would have no recourse to take except to abide by the Board's decision. [REDACTED] feels if the Directed Assignment system is used, it should be used across the board for all assignments. A discussion ensued and it was generally agreed that if personal factors were considered before Directed Assignments were made, the number of such assignments would be small. It was also felt that an individual would do a better job if he volunteered for the job rather than accepting the position as a result of a Directed Assignment. Final decision on this topic was deferred, and the subject will be placed on the next agenda. 25X1A9a

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